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MEMORANDUM FOR: Deputy Director for Administration

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FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (21 - 27 June 1984)

A. PROGRESS ON ACTION ITEMS

1. Information Services Centers (ISC) The Information Resources Management Division's (IRMD) referent for the New Building information services centers has concluded his preliminary discussions with the focal-point officers of DA components on initial planning. These officers will review space and equipment requirements and assist in addressing potential problem areas. Signed "memoranda of agreement" will be obtained from the components whose registries would be combined in each of the ISCs.

2. TRIS. Representatives of the Information Resources Management Division (IRMD) met with the Chief of the Information Management Center, Office of Current Production and Analytic Support (CPAS), DI, and staff members to discuss the possibilities of interfacing TRIS and PARDS (Production Automated Dissemination System). The discussion was informative and productive; however it was determined that there is no requirement to interface at this time. CPAS plans to use TSCADS and the retirement feature of TRIS, and will explore the feasibility of using other TRIS elements in CPAS operations.

3. TSCADS An OIS summer employee is performing a tedious--yet necessary--task in reviewing and cross-checking previously submitted Top Secret (TS) collateral cover sheets with listings from the TSCADS data base. She already has reviewed more than five Records Center retirement boxes (approximately 10,000 cover sheets), identifying cover sheets that require further query action.

4. <u>Micrographics</u> As reported in our weekly of 7 June, (please see item 3, page 2) OIS/IRMD had arranged for selected files of the Export Control Subcommittee, DI, to be microfiched by the Printing and Photography Division. The microfilming was undertaken to help the subcommittee determine whether it wanted to have some of its files converted to microfiche. The test results were satisfactory and IRMD believes that microfiche could benefit the subcommittee's work. As in most applications, however, file preparation and verification were mentioned as problem areas that had to be addressed. IRMD will check back with the Subcommittee in a few weeks to see how it wishes to pursue the matter.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. The Deputy Director of Information Services and the Chief and Deputy Chief, IRMD, met with Larry Cohan, Director of Systems and Technology in the GSA Office of Information Resources Management, to discuss a prototype management information system being developed for senior GSA managers. Mr. Cohan has put together a new executive work station that makes use of new computer hardware to overcome the reluctance of executives to use computer systems. Some of these features include a touch screen, a voice synthesizer to prompt the executive on how to use the computer, and a voice messaging system. GSA's system also uses special programming and a form of artificial intelligence to enable the computer to know the types of data that are of interest to individual users. The GSA project was reviewed to determine features that might be useful in an Executive Information System which will soon be recommended by a Working Group of the Information Systems Board.

2. As part of OIS's ongoing effort to provide information training for MI careerists, a representative of IRMD contacted Bill Doudnikoff, who conducts the GSA course on Micrographics Fundamentals, to discuss running a dedicated course for the Agency. Mr. Doudnikoff has run dedicated courses for other agencies and would be happy to tailor the course to meet our needs. His fee is $400 a day plus $10 per student to cover the course handouts. This is considerably less than the price charged by GSA.

3. OIS has arranged for two AIM training courses during July dedicated to MI careerists. Approximately 20 employees will attend these courses as part of our ongoing efforts to increase the use of electronic mail among information management personnel.

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